

91 ✓

## **Government and Politics in Pakistan**

Political and constitutional phases:

- a. 1947-58
- b. 1958-71
- c. 1971-77
- d. 1977-88
- e. 1988-99
- f. 1999 onward

## **Contemporary Pakistan**

- a. Economic institutions and issues
- b. Society and social structure
- c. Ethnicity
- d. Foreign policy of Pakistan and challenges
- e. Futuristic outlook of Pakistan

## **Recommended Books:**

- Burki, Shahid Javed. (1980). State & Society in Pakistan, The Macmillan Press Ltd.
- Akbar, S. Zaidi. (2000). Issue in Pakistan's Economy. Karachi: Oxford University Press.
- S.M. Burke and Lawrence Ziring (1993). Pakistan's Foreign policy: An Historical analysis. Karachi: Oxford University Press.
- Mehmood, Safdar. (1994). Pakistan Political Roots & Development. Lahore.
- Wilcox, Wayne. (1972). The Emergence of Bangladesh., Washington: American Enterprise, Institute of Public Policy Research.
- Mehmood, Safdar. Pakistan Kayyun Toota, Lahore: Idara-e-Saqafat-e- Islamia, Club Road, r
- Amin, Tahir. Ethno - National Movement in Pakistan, Islamabad: Institute of Policy Studies, Islamabad.
- Ziring, Lawrence. (1980). Enigma of Political Development. Kent England: WmDawson & sons Ltd.
- Zahid, Ansar. (1980). History & Culture of Sindh. Karachi: Royal Book Company

**Code: ENG-112**

**Title: Communication Skills**

**Credit Hours: 03**

### **Objectives:**

Enable the students to meet their real life communication needs.

### **Course Contents**

#### **Paragraph writing**

Practice in writing a good, unified and coherent paragraph

#### **Essay writing**

Introduction

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92

### **CV and job application**

Translation skills

Urdu to English

### **Study skills**

Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension

### **Academic Skills**

Letter/memo writing, minutes of meetings, use of library and internet

### **Presentation Skills**

Personality development (emphasis on content, style and pronunciation) Note: documentaries to be shown for discussion and review

### **Recommended Books:**

#### **Communication Skills**

##### **a) Grammar**

- Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises 2. 3rd Edition. Oxford University Press 1986. ISBN 0 19431350 6.111

##### **b) Writing**

- Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Françoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 0 19 435405 7 Pages 45-53 (note taking).
- Writing. Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 194354065 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

##### **c) Reading**

- Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 4534030.
- Reading and Study Skills by John Langan
- Study Skills by Richard Yorky.

**Code: ENG-211**

**Title: Basic Writing Skills**

**Credit Hours: 03**

#### **Objectives:**

Enhance language skills and develop critical thinking